

DD/M&S 74-1572

08 MAY 1974

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : DD/M&S Monthly Meetings

1. At the State of the Directorate meeting of 15 March, and the more recent promotion gathering of 2 May 1974, the point was stressed that strong efforts have been made to open lines of communication in all directions so that our employees are better informed and more cognizant of significant developments which are of interest or concern to them. There was a healthy, open, and frank exchange of views at the [] conference, which I categorized as a success. I have been following up on this by releasing minutes of the Management Committee, the weekly report is being made available to Office Directors, and the DD/M&S staff has been urged to disseminate more information through the reading file. By and large, I consider this new open policy to be therapeutic.

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2. Having thus painted the favorable side of the communications problem, I must admit considerable disappointment with the recent trend at the Directorate monthly meetings, where there has been somewhat of a passive attitude and limited participation by the attendees, particularly in the sense of the Office Directors raising items for discussion at their initiative. I have quite consciously not prepared a formal agenda for these meetings on the premise that the Office Directors and their Deputies would come prepared to bring up and otherwise discuss significant items which are of general interest or have policy overtones. Most certainly my criticism does not apply in equal measure to all Offices, and I am aware that some suggestions have come forward, as in the case of the [] interview.

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3. In summary, I would stress that it takes two to communicate, and the monthly meetings were initiated basically as a mechanism to bring forth problems or concerns of the various Offices. There is nothing in concrete, and if the format or approach can be improved, I am open to suggestions. I definitely do not want this monthly meeting to deteriorate into a useless exercise. Some new initiatives and greater involvement will have to be reflected from the Offices if we are to continue this program.

/s/ Harold L. Brown

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for
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